



Library Collection Technician

Details

Job ID : 378

Title : Library Collection Technician

Job Code : 438

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- General Counsel - State Law Library

Purpose

RESPONSIBLE FOR MAINTAINING THE LIBRARY COLLECTION AT THE STATE LAW LIBRARY

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 20 POUNDS AND CLIMB STAIRS

Job Preferred Knowledge

- LIBRARY EXPERIENCE

Job Duties

- UPDATE LEGAL MATERIAL IN THE LAW LIBRARY AND SUPREME COURT
- MAINTAIN COLLECTION OF LEGAL MATERIAL LOCATED IN STORAGE
- HANDLE ALL MAIL AND SHIPPING
- ASSIST LIBRARY PATRONS TO FIND NEEDED LEGAL MATERIAL
- COPY CASES AND OTHER MATERIAL FOR LIBRARY STAFF, PATRONS, AND JUDGES
- DELIVER MATERIAL TO AOC AND THE COURT OF APPEALS
- SPECIAL PROJECTS AS ASSIGNED BY THE STATE LAW LIBRARIAN
- ORDERING OFFICE FURNITURE, EQUIPMENT AND SUPPLIES
- OTHER DUTIES AS ASSIGNED BY THE STATE LAW LIBRARIAN